



Commercial HVAC System Replacements

City of Hayward Development Services Department

Updated 11/10/2014

SUBMITTAL REQUIREMENTS

A building permit is required to remove and replace an HVAC unit or install a new unit for the first time. For *newly conditioned spaces*, plans and a T-24 Energy Report that includes envelope compliance is required.

The submittal requirements are different depending on the scope of work. There are 4 typical scenarios for HVAC change-outs which are listed in this handout. Always staple the set of plans and details together in an organized fashion.

REQUIREMENTS FOR UNITS REPLACED IN THE SAME LOCATION

1. If an existing unit is removed and replaced with a unit that weighs *less than 400 pounds* on the same roof curb, provide the following:
 - ☐ A cut sheet of the unit from the manufacturer. The weight, size and model number shall be indicated (provide 2 copies).
 - ☐ A completed T-24 Energy form (provide 2 copies). For change-outs use T-24 Energy form **NRCC-MCH 1/2/3/4**.
 - **If the submittal is complete, this will likely be an Over-the-Counter permit.**
2. If an existing unit is removed and replaced with a unit that weighs *400 pounds or more* on the same roof curb, provide:
 - ☐ All of the items listed above in scenario 1, and....
 - ☐ 3 copies of structural calculations and/or details stamped and signed by an engineer documenting that the existing roof framing will support the new unit and the curb attachment will sufficiently resist lateral loads. ***THIS IS REQUIRED DUE TO CODE CHANGES FOR SEISMIC RESISTANCE.***
 - **If the submittal is complete, this scope of work might be an Over-the-Counter permit at the discretion of the plan reviewer. For a possible over-the-counter review, please contact the Plan Check Engineer at 510-583-4182 and make an appointment.**

NOTE: Units >54MBH require an economizer

SEE REVERSE FOR ADDITIONAL REQUIREMENTS

REQUIREMENTS FOR UNITS INSTALLED IN NEW LOCATIONS

3. If a unit weighs *less than 400 pounds* and is installed in a new location, provide the following items:

- ☐ A cut sheet of the unit from the manufacturer. The weight, size and model number shall be indicated (provide 2 copies).
- ☐ A completed T-24 Energy form (provide 2 copies). Use form **NRCC-MCH 1/2/3/4**.
- ☐ A roof plan drawn to scale indicating the proposed unit location. Provide dimensions from the unit to the edge of roof (3 copies).
- ☐ A partial framing plan showing the structural members at the location of the new unit.
- ☐ If the Planning Division requires screening, **details and structural calculations will be required for the visual barrier.**
- **If the submittal is complete, this scope of work might be an Over-the-Counter permit at the discretion of the plan reviewer. For a possible over-the-counter review, please contact the Plan Check Engineer at 510-583-4182 and make an appointment.**

4. If a unit weighs *400 pounds or more* and is installed in a new location, provide the following items:

- ☐ All of the items listed above in scenario 3 and ...
- ☐ Structural calculations and details stamped and signed by an engineer documenting that the existing roof framing will support the new unit and the curb attachment will sufficiently resist lateral loads (3 Copies)
- ☐ All of the required items shall be stapled together into a single set of plans.
- **This type of installation will not be reviewed over the counter.** There is a 10 business day review cycle for these types of projects.

NOTE: Units >54MBH require an economizer

FIRE DEPARTMENT REQUIREMENTS

If the HVAC moves 2,000 cfm or more, verify the following:

- ☐ If the system requires a duct smoke detector and the building has an existing fire alarm system, provide information about the alarm system.

Note: A separate Fire Department permit is required for the alarm connection.